

**NSSA Executive Committee
Conference Call Minutes, 5/28/13**

Chris Leighton (Secretary), 6/1/13

Present: Julie Borchers (JB)
Chris Leighton (CL)
Stephan Rosenkranz (SR)
Mike Crawford (MC)
Mark Lumsden (ML)
Norm Wagner (NW)
Tonya Kuhl (TK)

Absent: Bruce Gaulin (BG)
John Tranquada (JT)
Chris Wiebe (CW)
Ron Jones (RJ)

Agenda:

1. Adoption of minutes from 4/24/2013 (CL/All).
2. Date for next conference call (SR/All).
3. Neutron News: Distribution list (ML/RJ).
4. Advocacy efforts: Letter to Murphy (BG/JT/JFB/SR).
5. Advocacy efforts: Website expansion/highlight repository (ML/All).
6. Advocacy efforts: LANSCE user program/sample handling (SR).
7. Advocacy efforts: Letter to May (SR).
8. ICNS: Booth, travel awards (ML/NW).
9. Email distribution lists (RJ).
10. ACNS 2014 update and program chair invitations (SR/All).
11. AOB

Discussion Minutes (by agenda item number):

1. Approval of minutes

The minutes were adopted with no corrections and no objections.

2. Date for next conference call

After some discussion **Thursday July 11th at 11 am (central)** was agreed upon as a suitable time for the next conference call. CL will email a reminder on Tuesday July 2nd.

3. Neutron News: Distribution list

ML reported to the committee that he still needs to work further with Taylor and Francis on this issue but that one problem may be members who have not updated online profiles in a large period of time. If this is the case, and ML will try to establish this, an email to the members was suggested as a potential solution. Those wishing to receive NN could then just log on and update their profiles.

4. Advocacy efforts. Letter to Murphy

SR reported on conversations with Dimeo regarding Murphy's concern that the SNS is not running at full power. The suggestion to target Pat Dahmer with such a letter was also raised, as was the possibility of also writing to appropriations committees. TK and SR discussed related efforts coordinated by MRS, in addition to the realities of sequestration as it applies to neutron sources. SR mentioned that ideal timing for such letters would be to have them done by July.

5. Advocacy efforts: Website expansion / highlight repository

ML now has the information to contact the web service providers, and plans to do so. Hopefully an assessment can be made of how difficult (potentially costly) it would be to achieve what we are trying to do.

6. Advocacy efforts. LANSCE user program/sample handling

The committee as a whole had no new input on this but CL and TK mentioned they will be at LANSCE next week for an advisory meeting, while SR mentioned he will be on their review committee at the end of June.

7. Advocacy efforts. Letter to May

Several committee members reported on the apparently positive impact of this letter. The potential for a well-timed follow-up in the Fall of 2013 was discussed. For now, the item will be removed from the agenda.

8. ICNS: Booth, travel awards

With regard to the booth, ML explained that all fees and forms are taken care of and he is working with the facilities to print posters. These cannot be recycled from the March 2013 APS meeting due to size constraints for the ICNS booths. The committee thus approved up to \$500 in printing costs for the NSSA to cover the printing of two facility posters for SNS/HFIR and LANSCE/NIST, which was considered by far the fastest and most practical solution. This motion was advanced by NW, seconded by CL. All votes were in favor.

In terms of travel grants NW revealed that 4 applicants have been received thus far and that after the deadline at the end of the month he will work with the committee members by email to make decisions on awards.

After MC reminded NW of the need for record keeping for tax purposes, a discussion took place regarding some financial/taxation issues encountered by MC in his new role as treasurer. Difficulties with bank account opening, and some potential ambiguities with regards to tax reporting stimulated this discussion. Discussion of original incorporation dates, the unwieldy system for bank accounts, and so on, took place between MC, SR, TK and JB. The point that appropriate legal advice should be sought, and that this could incur some significant costs, was raised by MC. It was resolved to add this as a discussion item for the next conference call.

9. Email distribution lists

Due to the absence of RJ, this items was not discussed.

10. ACNS 2014 program chairs

JB reported on discussions and progress with MRS. The current proposed date is June 1st through 5th, 2014, the likely venue (subject to additional negotiations) being the Crowne Plaza in Knoxville. While the meeting space is somewhat tight for the conference, this is seen as the only option that could work in Knoxville. With regard to program chairs, JB and NW both had no reply from XXXX, while JB reported a potentially positive response from XXXX to a gentle enquiry. SR raised the point that this could be seen as over-representation of ANL. It was resolved to “work down” the hard and soft matter candidate lists, i.e. XXX and XXX. JB also reminded MC that an MOU with MRS will need to be signed by him. Also, the issue of student housing was raised. JB asked the committee for opinions on whether a scheme similar to that implemented with Georgetown University for the DC meeting was to be pursued with UT. In this case however the hotel rooms are much cheaper. CL raised the point that a student rate could potentially be negotiated for a limited number of rooms. Several committee members concurred that the lower prices mean that a double room in the hotel achieves the same goal as the student housing, with no need to bring in the complexities associated with a second contract and more complex reimbursement. Finally, SR again raised the issue of the total cost to DOE, how it is accounted, and whether the \$100,000 ceiling will be exceeded.

11. AOB

None raised.

Action items

Item Number	Person Responsible	Action item	Agenda date (mo/yr)	Agenda Item # for next meeting
1	ML/RJ	Neutron News distribution issue	1/13	3
2	BG/JT/JFB/SR	Advocacy: DOE letters (Murphy/Dahmer/Appropriations Committees)	9/12	4
3	ML	Advocacy: Website expansion/highlight repository	3/13	5
4	SR/All	Advocacy: LANSCE user program	1/13	6
5	MC	Financial/tax reporting concerns	5/13	7
6	SR	Follow up with facilities with respect to them adding a NSSA checkbox to their proposal submission forms. The checkbox would trigger information about NSSA being sent to the proposer.	9/09 Renewed 4/12	-
7	ML/NW	ICNS: Poster printing; travel awards	3/13	8
8	RJ	Streamlining email distribution list process / Linked In network	2/13	9
9	JB	ACNS: MRS progress; program chairs	4/13	10